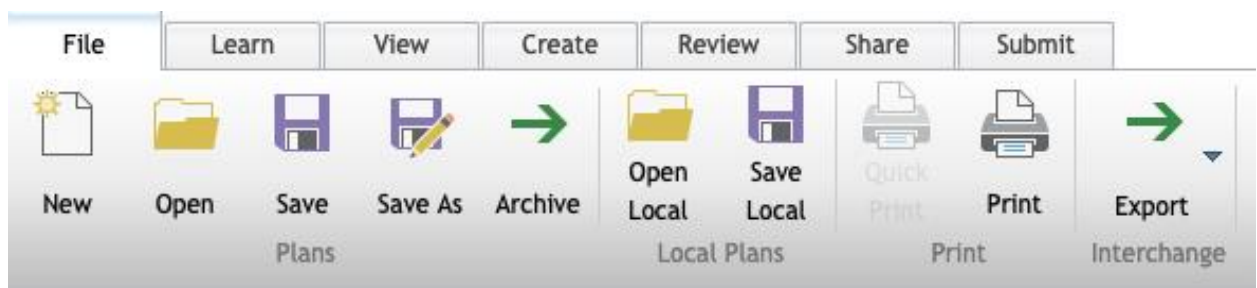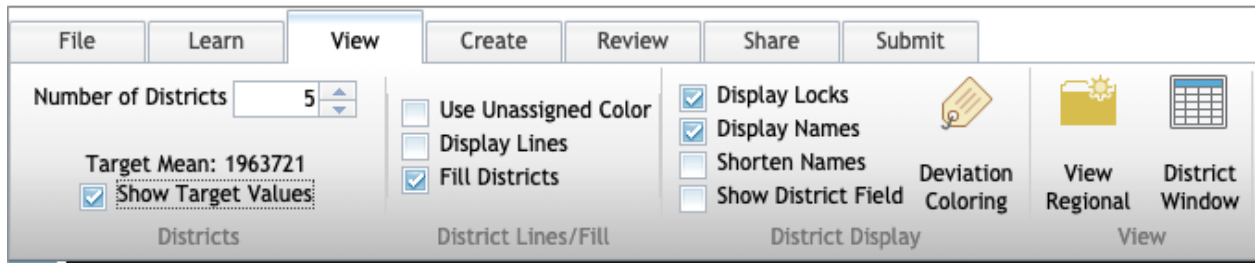## STEPS TO DEVELOP AND SUBMIT REDISTRICTING PLANS

Creating and submitting a map is now possible through a free, web-based, mapping tool developed by Esri. Below are steps and videos to help you get started on developing maps and plans for the Commission to consider:

1. **Click here to access the redistricting mapping tool.** Alternatively, copy and paste into your web browser: https://redistricting-lacounty.esriemcs.com/redistricting/index.html.
2. **Click on "Create an account"** and enter in your name, email, the username you would like, and a password.
3. **Click "Sign in To Portal for ArcGIS" to log in** with your new username and password.
4. **Select which template you would like to start with:**
   - *Current Supervisorial Districts (2011)* – Begin with a map of the current five (5) Supervisorial Districts. This is the suggested template for users who may want to make minor changes to the existing Supervisorial Districts, including moving one community to another bordering Supervisorial District.
   - *Blank Template* – Begin with a blank template to create and submit a map with five (5) Supervisorial Districts. This is the suggested template for users who may want to make changes that differ substantially from the current Supervisorial Districts.
   - *Communities of Interest Template* – Begin with a blank template to create and submit a map with one (1) designated area of interest. This is the suggested template for users who want to identify a community or area that should be kept together without having to submit a map with five (5) Supervisorial Districts.
5. **Click the "File" tab to save or open a plan.** To save a new plan, click on the "Save As" button to save your new plan. Enter in a file name (e.g., LastName_Date) and description. Click here to watch a video demonstration.

6. **Click the "Learn" tab and read additional details on what each tab can do.**
7. **Click the "View" tab and select your preferred display options**, including how lines, districts, and names are displayed. Selecting "Show Target Values" under the "View" tab will add a column in your data window with the approximate number of people each district should have. Click here to watch a video demonstration.

File | Learn | View | Create | Review | Share | Submit

Number of Districts 5

Target Mean: 1963721
☑ Show Target Values

☐ Use Unassigned Color
☐ Display Lines
☑ Fill Districts

☑ Display Locks
☑ Display Names
☐ Shorten Names
☐ Show District Field

Deviation Coloring | View Regional | District Window

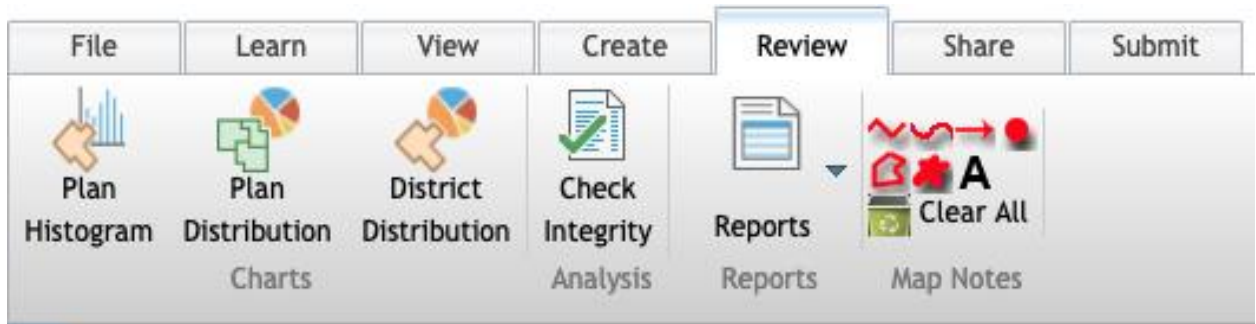Districts | District Lines/Fill | District Display | View

8. **Click the "Create" tab to add demographic data and start using tools to draw districts and communities of interest.** In this tab, you can select different drawing tools in the "Redistricting" section. This includes drawing tools that select one geography at a time, select multiple geographies by rectangle, select multiple geographies by polygon, or select multiple geographies by line. To designate areas to a certain district, select the "District" drop-down menu in the "Redistricting" section then select the areas you would like to designate to the selected district. You can zoom in to see smaller geographical areas which you can select and assign a district. Click here to watch a video demonstration.

File | Learn | View | Create | Review | Share | Submit

Demographics | Selection | District: Unassigned | Display Level: County | Selection Level: County — Automatic — Scale 1: 2.3M | Basemap

0K 200K 500K 1M 2M 10M

Statistics | Redistricting | Tools | Block/Block Group/Tract/County | Map
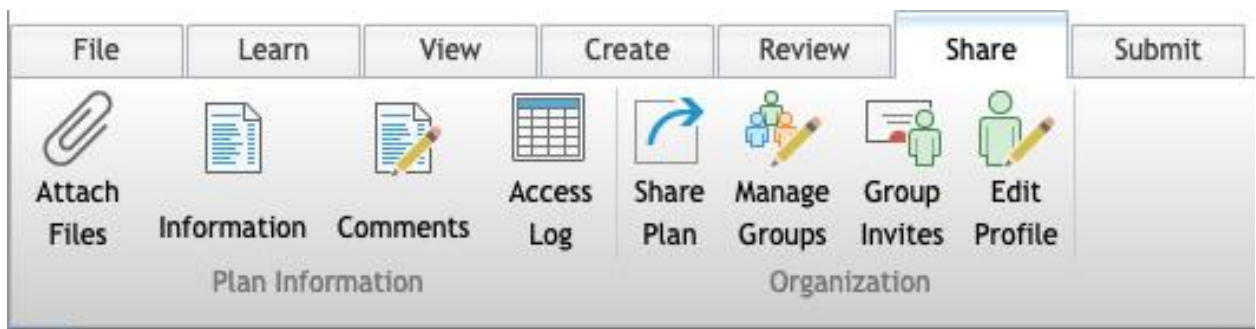
9. **Check the data window below the map window to see if your districts meet the target deviation.** Each district should have approximately equal population (approximately 1,963,721 people) with a maximum deviation of 10% (approximately 196,372 people). In this data window, you can also check the racial/ethnic makeup of each district you drew.

District	Color	Hide	Lock	TOTAL	TARGET	TARGET_DEV	TOTALHISP	TOTALNH	WHITENH	BLACKNH	AIANNH	ASIANNH	HPINH	OTHERNH	MLTMNNH
Unassigned		☐	☐	9,818,605	0	9,818,605	4,687,889	5,130,716	2,728,321	844,916	34,287	1,410,786	28,282	30,948	53,176
District 1		☐	☐	0	1,963,721	-1,963,721	0	0	0	0	0	0	0	0	0
District 2		☐	☐	0	1,963,721	-1,963,721	0	0	0	0	0	0	0	0	0
District 3		☐	☐	0	1,963,721	-1,963,721	0	0	0	0	0	0	0	0	0
District 4		☐	☐	0	1,963,721	-1,963,721	0	0	0	0	0	0	0	0	0
District 5		☐	☐	0	1,963,721	-1,963,721	0	0	0	0	0	0	0	0	0

10. **Click the "Review" tab to see if your plan meets the requirements for submission.** Click on the "Check Integrity" button in the "Analysis" section to run the integrity tests. Your plan must meet all the checks before submitting. If your plan does not meet one or more of the checks, you can click on the "Details" button next to the check to see why your plan did not meet that requirement. Click here to watch a video demonstration on running integrity checks.

11. **Click on the "Share" tab if you would like to share your plan** with known colleagues and other members of the public. Click here to watch a video demonstration on how to share a plan. In this tab, you can additionally attach files or include information and comments about your plan. Click here to watch a video demonstration on attaching files and including comments.

12. **Click the "Submit" tab and click "Submit Plan" to submit your finished plan.** The plan will only be submitted if it passes the integrity test detailed in step 10.

Additional Tips:
- Hover your cursor (without clicking) over any button or icon and a small window will appear with a short description on what that button or icon does.
- Save often by either clicking the "Save" icon in the "File" tab or clicking the floppy disk icon in the top tool bar in orange.

- You can change the basemap by clicking on the "Create" tab then the "Basemap" button under the "Map" section. This will allow you to change the underlying map. Options include a topographic map and streets map.
- You can zoom in and out by using your mouse wheel or clicking on the + and – icon on the top left corner of your map screen.
- You can use the "Identify" tool under the "Create" tab to examine specific geographies (e.g., blockgroups) and assign them to individually to specific districts. Click here to watch a video demonstration.
- You can use the "Select by Attributes" under the "Create" tab to identify geographies that meet certain criteria (e.g., racial/ethnic percentage makeup) to then designate to specific districts. You can use the "Select by Location" tool under the "Create" tab to specify locations (e.g., neighborhoods) you can select to designate to specific districts. Click here to watch a video demonstration.
- If you would like to export your map to your local computer, you can do so by clicking the "File" tab then clicking the "Export." You can export your map and plan as different file types, including as an image, fixed text format, or shapefile. Click here to watch a video demonstration on exporting and importing fixed text format files. Additional instructions here. Click here to watch a video demonstration on exporting and importing shapefiles.
- In the "Review" tab, you can generate reports to examine various data points, such as voting age population breakdown. Click here to watch a video demonstration on generating reports.

Additional Resources:
- StoryMap: What is Redistricting?
- Video: Bring Clarity to Redistricting with Esri Technology Webinar